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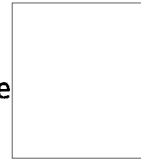
24-12-81

24 December 1981

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MEMORANDUM FOR: Deputy Director of Central Intelligence
FROM: Robert M. Gates
SUBJECT: Office of External Affairs and Personnel Announcements



1. Per your request, attached are the papers necessary to establish the Office of External Affairs. They are organized as follows:

- Tab A: Statement of Mission, Functions and Organization
- Tab B: Agency-wide Organization Notice for OEA
- Tab C: Agency-wide Announcement of Establishment of OEA and Personnel Appointments within the Office
- Tab D: Organization Chart and T/O for OEA
- Tab E: Announcement of Briggs Appointment as Chairman, E Career Service

2. Billy has signed off on the first four documents. If they are satisfactory to you, I will have them put in proper form and get them to you for final approval and signature next Monday or Tuesday. Of my responsibilities, this will leave only the NIO job to be settled.

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Robert M. Gates

Attachments

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